



Retrospective Rating Program  
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**DATE:** January 2, 2001  
**TO:** Retro Advisory Committee  
**FROM:** Frank Romero (Chair), Retro Program Manager  
**SUBJECT:** Minutes of October 10, 2000 retro advisory committee meeting

Meeting was called to order by chairman **Frank Romero** at 1:05 PM; moved, seconded and carried to accept the minutes of the previous meeting as distributed. Frank reviewed the proposed agenda, and introductions of the committee and audience members were made.

**Sandy Dziedzic** (Claims Administration) provided an update on the time loss duration initiative, including an overview of the DART project, break-through strategies implemented since January, inventory and triage of claims, formation of specialty teams and improved internal and external communications.

**Cammy Webster** and **Carla Reynolds** discussed the expanded external access project (EEAP), which will provide computer access to industrial insurance claims information via the internet to external customers (eventually including retro and non-retro employers, attorneys, third party administrators, medical providers, etc). It will utilize a different method for logging in than the external access system that retro customers are using now. The upgraded system will be streamlined so that fewer steps will be required to get from the initial log-in screen to the actual data; this will involve the use of "digital certificates" for authentication purposes. They are shooting for a target date to roll-out the next phase of the EEAP sometime during the first quarter of 2001. Cammy and Carla solicited volunteers to participate in a pilot project for the new system; representatives of several retro organizations stepped forward during the meeting.

Senior actuary **Bill Vasek** gave a brief discussion of loss development practices as applicable to retrospective rating claims [see handout]. If you have questions he can be reached at (360) 902-5015.

**Frank** discussed the upcoming implementation of the retro rules that govern re-enrollment in the retro program for members of associations. Beginning with the January 2001 coverage period, enrollment applications do not need to be re-submitted for existing members of groups; however, if an employer no longer wants to be in retro they must notify the department in writing prior to the beginning of the coverage period. If an association wants to drop member(s), then the group must notify the department of this in writing. The enrollment forms are being revised to reflect this and other changes. Forms will eventually be available for download from the retro internet home page. A letter will be going out to all members of active retro groups advising them of this change in the enrollment process.

Frank also discussed the new rule that requires submission of a safety plan, along with a list of the group members, that will apply only to newly formed retro associations that enroll in retro on

or after January 1, 2001. The department will not keep any copy or records of the safety plan member info provided, and the originals will be returned to the group after the review is done. Beginning with the July 1, 2001 coverage period, all retro groups will be required to file an annual safety report with the department. The safety report format is not specified by WAC, and the department is looking for input and suggestions from the retro advisory committee and the retro community at large. (It was pointed out that the safety “plan” and annual safety “report” are two different requirements under Washington Administrative Code).

**Good of the order:** Frank mentioned upcoming/existing vacancies on the retro advisory committee and asked that anyone interested in serving let him know as soon as possible. The retro advisory committee meetings for 2001 are planned for January 16, April 10, August 14 and October 9.

Meeting was adjourned at approximately 3:35 PM.

**The next committee meeting will be at 1:00 PM, Tuesday, January 16, 2001.**